



ASRC Site Manager

Job Summary: Manage Almaden Swim and Racquet Club (ASRC) site practices, staff, and communication. Coach daily practices and ensure continuous development of swimmers into senior and national track programs.

Essential Functions

- Follow QuickSilver team philosophy, mission statement, and practice procedures.
- Manage ASRC coaching and practice structure:
 - Assign coaches to ASRC practice groups.
 - Lead or assist ASRC practice groups.
 - Coordinate with QSS Site Coordinator on seasonal practice schedules.
 - Ensure all schedules follow the ASRC lease agreement.
 - Take daily attendance at practices.
 - Require ASRC coaches to use consistent coaching language and drills.
 - Schedule meetings with the ASRC coaches to keep the staff unified; ensure staff attends all QSS coaches meetings.
 - Regularly review and ensure accuracy of ASRC rosters. Email families who have not attended practices in a while for follow-up.
- Enforce all ASRC rules and the integrity of the private ASRC membership:
 - Respect ASRC club members and be helpful when approached.
 - Understand ASRC-QSS lease agreement
 - Manage staff and swimmers to ensure rules are followed.
- Run tryouts and ensure adequate onboarding of new members:
 - Schedule tryout times for new swimmers.
 - Plan August try out sessions.
 - Explain the registration process for the team and Pacific Swimming to parents. Refer parents to the QSS team office administrator.
- Utilize Team Unify meet entries system, roster updates, and email communication.
- Communicate with ASRC General Manager:
 - Notify GM of practice schedules and any changes.
- Communication to parents, coaches and Board:
 - Respond to all emails within 48 hours.
 - Write updates and announcements on the ASRC whiteboard.
- Delegate tasks to ASRC parents:
 - Assign a parent to be in charge of award organization and distribution.
 - Assign a parent to keep the QSS window up-to-date with meet schedules, weekly new letters, site specific emails, etc.
- Keep track of monthly birthdays for Birthday Thursday.

- Post monthly birthday list in the QSS window
- Make sure you have enough birthday gifts each month on site.
- Responsible for meet success for site:
 - Remind swimmers and families to enter upcoming meets.
 - Check how many swimmers from ASRC are entered in upcoming meets on SwimConnection, TeamUnify, or relevant online database.
 - Staff ASRC coaches based on number of ASRC swimmers entered in meet.
- Site Coordinator, Head Age Group Coach and Head Coach Communication:
 - Coordinate with HAC on potential move-ups within ASRC groups and to Gunderson national track.
 - Give ASRC updates to HAC for *QSS Weekly News* every Monday.
 - Attend monthly site director meetings.

Knowledge, Skill & Experience

- **Minimum education required:** College degree.
- **Minimum experience required:** 5 years coaching experience; 2 years administrative experience.
- **Reports to:** Site Coordinator, Head Age Group Coach, and Head Coach
- **FLSA Classification:** Fulltime Exempt
- **Supervisions:** ASRC assistant coaches
- **Skills required:** Communicate the swim team program to parents; handle inquiries in a timely and professional manner; ability to work well with the public and private club membership.
- **Program Knowledge:** Team Unify and OnDeck, Swim Connection, OME, USA Swimming and Deck Pass, and Microsoft Office.
- **Physical Job Description:** Standing on deck throughout practice hours and swim meets. Considerable computer work required.